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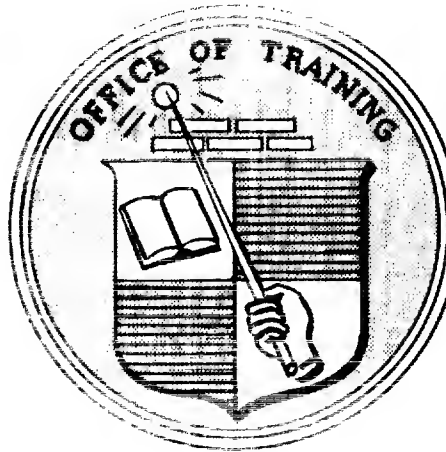
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CONFIDENTIAL

# OFFICE OF TRAINING BULLETIN

25X1A

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DECEMBER 1956

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We in the Office of Training  
wish you all a very  
MERRY CHRISTMAS  
and a  
HAPPY NEW YEAR!

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DIRECTOR OF TRAINING

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# NEWS

## AGENCY LANGUAGE STUDY PROGRESSES

Current enrollment in internal language training course is approximately 200; enrollment in self-study programs is approximately 100.

The Language Laboratory, 2132 I Building, was utilized by 190 students, during the past month, for a total of 2300 hours in the study of seventeen languages.

\* \* \* \* \*

## REMINDER TO TRAINING OFFICERS

Training Officers are reminded that when a student withdraws from a course, it is the Office of the Registrar/OTR which must be notified immediately, rather than the school involved.

\* \* \* \* \*

## DOCUMENT ANALYSIS WORKSHOP DEVELOPED FOR OCR

At the request of the Librarian, OCR, the Reading Improvement Branch Intelligence School, has developed a short intensive course in abstracting for analysts of the Analysis Branch, CIA Library. This course, The Document Analysis Workshop, emphasizes the patterns of reading which one should develop basic to the writing of document abstracts. Students practice abstracting documents, and discuss the principles of Reading-Abstracting. The Reading Improvement Branch/OTR thus far has conducted two workshops; the first, for six section chiefs, ran 10 hours during a one week period; the second, for seven analysts was given during a two-week period, 20 hours.

Components interested in a special presentation of this workshop may direct inquiries to Chief, Intelligence School/OTR, extension [REDACTED]

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#### HIT GERMAN FILM - SPECIAL SHOWING

There will be a special showing of "Those Wonderful Times" (Die Herrlichen Zeiten), a German film hit, with English titles. Scheduled for 1200 hours, Room 182 Quarters Eye, 14 December, it runs 100 minutes.

This film which has been shown to large crowds at commercial theaters, such as the Dupont, is an amusing but merciless treatment of the fate of Germany's "small man" from the days of Bismarck to the debacle of 1945.

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#### FILMS ON INDIA ARE SCHEDULED

A showing of films on India, is scheduled for Friday afternoon, 21 December, from 1300 to 1630 hours, Room 117 Central Building. The following films will be shown at approximately the times indicated:

1300 - India and Pakistan  
1320 - Gaon Sathis - Friends of the Village  
1410 - India (See It Now)  
1425 - Village Life in India  
1440 - Prime Minister Nehru  
1515 - The Kashmir Conflict  
1540 - New India's People  
1610 - Industrial Mysore  
1620 - Century of Progress

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#### JAPANESE FILMS TO BE SHOWN

Full-length Japanese films, (no English subtitles!) will be shown every other Tuesday, from December through February, 1100 to 1300 hours in Room E23, Building 14. The following program is tentatively planned:

4 December - "Princess Sen"  
18 December - "Samurai"  
8 January - "Cheerful Daughters"  
22 January - "I Was a Prisoner in Siberia"

For further information, call Frank

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#### INTEGRATED RUSSIAN PROGRAM (PHASE 11) COMMENCES 7 JANUARY

Since 1 October the Integrated Russian Program, consisting of a course in intensive Russian language study and an area course taught in the Russian language, has been focusing attention on early and modern Russian history.

The Area part of the program is directed by Dimitry Levitsky, who is assisted by four other members of the Russian teaching staff. Phase 11 is scheduled from 7 January to 5 April 1957. For further information, you may contact [redacted] extension [redacted]

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EIGHT-MEMBER SYMPOSIUM WILL CONCLUDE  
SPECIAL LECTURE SERIES ON INDIA

25X1A "India - East, West or Neutral?" will be discussed by the symposium panel of the Special Lecture Series: Sphere of Indian Influence in Southeast Asia. [redacted] OCI, will lead the discussion; members of the panel from the Department of State will include: C. Dudley Withers and Garret H. Soulen of the Office of South Asia Affairs; Rufus Z. Smith, Office of Southeast Asia Affairs; and Frances T. Underhill, Office of Southwest Pacific Affairs. [redacted] of OTR, and [redacted] OCI, will complete the panel.

25X1A Interested Agency personnel are invited to attend this symposium to be held in Room 117, Central Building, at 1430-1630 hours on Friday, 21 December.

\* \* \* \* \*

NEXT INTELLIGENCE PRODUCTS EXHIBIT  
SCHEDULED 6 DECEMBER, THURSDAY

Members of the Agency are invited to attend the Intelligence Products Exhibit, scheduled to be shown in the Auditorium of the Recreation and Service Building on Thursday, 6 December between 0930 and 1200 hours.

Designed primarily as an integral part of Intelligence Orientation course B-3 in your office copy of the OTR Catalog, the exhibit has been found to be of great interest and significance to members of the Agency. The exhibit is unique, in that it presents in one room a comprehensive view of the greater part of the intelligence activities of CIA.

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OTR BIBLIOGRAPHIES AVAILABLE TO YOU

Copies of the following specially prepared bibliographies are available and may be requested through your Training Officer, or by calling the Chief, OTR Library, extension [redacted]

Conference Leadership: A Selected Bibliography, TR RM 0-532, 6 pages, Unclassified, October 1956; Japan: A Selected Bibliography, TR RM 0-529, 26 pages, Unclassified, October 1956; Germany: A Bibliography, Revised Edition, TR RM 0-533, 74 pages, Unclassified, December 1956.

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SELECT PUBLICATIONS AVAILABLE TO YOU

You may be interested in the following OTR publications. Copies may be requested by calling the Chief, OTR Library, extension [redacted]

Hydrographic Charts, Abbreviations and Symbols, TR RM 0-5, Unclassified. There are twelve different manuals in this series, covering the following areas:

China	Japan
Denmark	The Netherlands
France	Poland
Germany	Thailand
Great Britain	USSR
Italy	Yugoslavia

Collection of Information for Intelligence Purposes, TR IM 0-1, 274 pages, Secret, November 1954.

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# 1957! NEW, REGIONAL-TYPE AMERICANS ABROAD COURSES ADDED

Practical information and advice for personnel planning to go abroad will be made available to many more employees next year.

The Americans Abroad courses during the past 12 months have been concerned only with individual countries, [REDACTED] in 1957, in addition to these country-type courses, regional-type courses are being offered for employees going elsewhere in Western Europe, the Far East, and the Middle East. (See the Area Training Program amended schedule in the July 1956 OTR Bulletin and the "Courses, Activities, and Programs" section in various issues.)

The country-type course has been found to be feasible only when a sizable and steady flow of personnel to a particular country can be anticipated. Yet, the practical indoctrination thus far given for promoting rapid adjustment to living in [REDACTED] has been recognized throughout the Agency as a "natural," and the demand for extending the geographic coverage of the Americans Abroad courses has grown.

In the new regional-type courses, of the 15 hours of scheduled course time, only a part - 7 to 10 hours - will be devoted to formal sessions in this type of course. These sessions will be devoted to such across-the-board subjects as implications of becoming foreigners, medical advice, legal implications, processing problems, locational orientation, strategic importance of the region to the U.S., regional travel opportunities, regional social customs and attitudes. →

The balance of the course time - 5 to 8 hours - will be reserved for oral indoctrination, given by recent returnees from the country to which the students are being assigned, tailored in so far as possible to individual student needs. In part, this indoctrination will be supplemented with directed reading on the country concerned.

It is particularly important that you enroll two full weeks in advance for attendance in these new regional type courses. See your Training Officer well in advance.

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## STRATEGIC INTELLIGENCE SCHOOL COURSE OPEN TO CIA CIVILIAN EMPLOYEES

The Assistant Chief of Staff, Intelligence, Department of Army, is reserving four slots for civilian employees of the Agency selected to attend the two-week Associate Course conducted by the Strategic Intelligence School in July 1957. Qualifications for the Associate Course parallel those for the Regular Course which is listed in your office copy of the OTR Catalog.

These slots are independent of those authorized for Agency reservists through MPD arrangements. Application should be submitted on Form 136, "Request for Training at Non-CIA Facility." You may call [REDACTED] on extension [REDACTED] for further information.

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CORPORATION EXECUTIVE CONFERENCES

The School of Advanced International Studies of Johns Hopkins University and its affiliated Foreign Service Educational Foundation present each year a series of meetings designed specifically to meet the requirements of the executive with international interests -- to exchange mutual understanding between business executives, labor leaders and government officials on matters affecting American business operations abroad.

Attendance at such meetings is limited. However, a small quota has been obtained which permits Agency personnel to attend these two-day sessions on a non-participating basis, as guests of the President, Foreign Service Educational Foundation.

Conferences scheduled for the remainder of the 1956-57 season are:

December 12th-13th, 1956: Legislation Affecting U. S. Trade and Investment Overseas.

An analysis of existing and pending legislation affecting the long term international interests of U.S. business.

February 5th-6th, 1957: The current Situation in Latin America.

Annual discussion of the problems facing U. S. business in Latin American operations.

(continued on page 7)

ECONOMIC READINGS IN RUSSIAN,  
VOLUME II

The Language and Area School has published, in the series of reading materials in Russian, ECONOMIC READINGS IN RUSSIAN, Volume II.

This work is a compilation of representative economic readings from PLANOVOYE KHOZYAYSTVO and VOPROSY EKONOMIKI, prepared by [REDACTED] Language and Area School/OTR. If you are interested in obtaining a copy, call Chief, Library Section/OTR, extension [REDACTED]

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ECONOMIC FACTORS IN ASIA:  
REGIONAL SURVEY RESEARCH PAPERS

[REDACTED] Chief Instructor, Regional Survey: Economic Factors in Asia, reports in the first running of this course the student research papers, covering subjects in this field of special interest, will be processed for Agency reference and held available in the OTR Library, extension [REDACTED]

\* \* \* \* \*

IBM EXECUTIVE TYPEWRITER CLINIC

The Clerical Training staff has secured the services of [REDACTED] Educational Representative, Electric Typewriter Division, International Business Machines Company, for a special "training clinic" in the use of the IBM Executive Typewriter. The demonstration and instruction is scheduled for 17 December 1956. You may secure information, and register for the clinic by calling [REDACTED]

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POLICY ON AGENCY SPONSORSHIP OF  
ACADEMIC RESEARCH LEADING TO  
GRADUATE DEGREES

The Director of Training has approved a policy permitting limited financial support of research performed by Agency Career Staff employees in production of theses or dissertations meeting requirements for graduate degrees. You may request such assistance under the following circumstances:

1. You have designed your research program with a view to producing results that may make an original, significant and useful contribution to some problem of concern to the Agency.
2. You have completed all course requirements, and you have received a grade average of B or better in all graduate courses taken for full credit.
3. You have consulted the appropriate Operating Official in your component, and he has agreed to designate one or more persons to participate in an advisory committee convened and chaired by the DTR or his designee.
4. You will (a) report on progress not less frequently than once every three months to your advisory committee and to the DTR, and (b) deposit with the Director of Training one copy of the final research paper for appropriate circulation within the Agency.

Individuals whose requests for Agency support are approved under this policy will be allowed the academic fee charged for research credit and a flat fifty dollars (\$50) for expenses of typing, etc. →

This second allowance will become payable when the final copy is deposited with the Director of Training. No other allowances, retroactive or otherwise, will be approved.

Individuals desiring to avail themselves of this opportunity will submit Form 136, "Request for Training at Non-CIA Facility." Attached thereto will be the following items:

1. Detailed description and outline of research plan, including description of sources, and tentative schedule for production;
2. A copy of graduate academic record;
3. A statement, by the Operating Official or Career Service Board concerned, nominating person(s) who will serve on the advisory committee. The Chief and Deputy Chief of the Language and Area School are available to provide consultation and guidance to individuals desiring information or assistance; call extension [REDACTED]

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EXECUTIVE CONFERENCES (continued)

April 3rd-4th, 1957: The Economic Outlook in the Far East.

A survey of the factors creating opportunities and hazards in trade and investment in the Far East.

Interested applicants should contact their Training Officers. Applications must be received by the Office of Training at least two weeks before the date of each conference. Those persons accepted for attendance will be notified. For further information, you may contact William [REDACTED]

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# Courses, Activities, and Programs

AMERICANS ABROAD

THE MIDDLE EAST

7 TO 11 JANUARY

This course will be given Monday through Friday, from 1330 to 1630 hours, in Room 2132, "I" Building. Applications must be received by the Registrar, Office of Training, on or before 21 December.

This course is the same as that originally announced in the OTR Bulletin, 2 July 1956, as "The Middle East and Africa." The area covered in this course includes the [REDACTED] Treatment of the area as a whole and of individual countries will be tailored to the country assignments of the students.

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## Class Schedule

Monday	7 January	Your Departure from the USA
Tuesday	8 January	Learning about the Middle East
Wednesday	9 January	Middle Eastern Living Conditions
Thursday	10 January	Working with Middle Easterners
Friday	11 January	The Job of Representing the USA

SPOKEN SWEDISH (BASIC)

7 JANUARY TO 29 MARCH 1957

Western Studies, Language and Area School will introduce a 12-week course in Basic Spoken Swedish, starting 7 January 1957. Instruction will be provided four hours daily on the following schedule:

0830 - 1030	Language Instruction and Drill
1030 - 1230	Directed Laboratory Work

Since this is an elementary course, no previous knowledge of the Swedish language is required.

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The course will begin Monday, 7 January 1957 and will run through Friday, 29 March 1957. Applications must be received by the Registrar, Office of Training, on or before 20 December 1956. An interview with the instructor, [REDACTED] Room 2129 "I" Building, Extension [REDACTED] is required of applicants. Contact your Training Officer to arrange for the interview.

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INTEGRATED RUSSIAN PROGRAM (PHASE II)

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7 JANUARY TO 5 APRIL 1957

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25X1A The second phase of the integrated program of language and area training in Russian will begin 7 January 1957. Classes will be held six hours a week (Mondays, Wednesdays, and Fridays, 0840 - 1030 hours) for 13 weeks. Applications must be received by the Registrar, Office of Training, on or before 24 December 1956. An interview with the instructor, Mr. Robert C. [REDACTED] Room 2605, Wing G, Quarters Eye, extension [REDACTED] is required of applicants.

25X1A The second phase of this course is designed to increase knowledge of the USSR and to improve the student's knowledge of the Russian language. Lectures and assignments will be based on area materials, including geography, history, economics, politics, literature, art, theory and practice of communism, propaganda, army and navy, and intelligence operations. Whereas the first phase of the program deals primarily with pre-revolutionary Russia, the second phase will deal primarily with Russia and the USSR from 1917 to the present.

A minimum of two years part-time, or nine months intensive, study of Russian, or the equivalent, is a prerequisite to enrolling in this course.

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NOONTIME MOVIE PROGRAM

DECEMBER AND JANUARY

You are invited to attend the various foreign language and English films to be shown in Room 1-82 Quarters Eye, at 1200 hours on the following days. Films of both entertainment and factual types are included. If you enjoy foreign films, desire to improve your language proficiency, or seek additional "area" knowledge, you will find these programs interesting and beneficial. Occasionally if it is impossible to secure a scheduled film, a substitution will be made. For further information, please call [REDACTED] You will, of course, wish to arrange with your supervisor for authorization to attend those films which require time in excess of your lunch hour.

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6 December Thursday	French film (English titles): "Razumov" D6176, 60 min. (Story of Czarist Russia's master spy)
7 December Friday	Czech film: "Anna Proletarka" G6085, 135 min.
10 December Monday	Russian area Film: "Soviet Azerbaidzhan" D6044, 48 min. (English track); "Soviet Armenia" G6250, 5 min. (German track)
11 December Tuesday	Chinese film: "The Heroes of Pei Yang Ting" G6225, 103 min. (Chinese track, German narration on Communist 8th Army) Location [REDACTED] Auditorium
12 December Wednesday	Russian newsreels
13 December Thursday	Italian film (English titles): "Paisan" D6577, 120 min. (Story of wartime Italy; directed by Rossellini)
17 December Monday	Russian area film: "Soviet uzbekistan" D6320, 52 min.
19 December Wednesday	Russian film: "Sadko" E6306, 90 min. (Film of opera based on Russian folklore)
20 December Thursday	Danish film: "Invisible Army" D6120, 90 min. Location: [REDACTED], Auditorium (Semi-documentary of Danish wartime resistance and sabotage)
21 December Friday	German film: "Story of a Doctor" D1437, 108 min. Location: [REDACTED] Auditorium

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27 December Thursday	Russian film: "Donetz Miners" C6390, 90 min.	
3 January Thursday	Russian Newsreels	
4 January Friday	Japanese film: "Cheerful Daughter" G6714, 85 min. Location: [REDACTED], Auditorium	25X1A
7 January Monday	Russian area film in English: "Soviet Tadshikstan" E6045, 52 min.	
8 January Tuesday	Polish film: "Last Days of Warsaw" D6325, 60 min. (Polish uprising against German occupation troops)	
9 January Wednesday	Russian film: "Young Guard" C6043, 90 min. (Recent Soviet film hit)	
11 January Friday	Area Survey film: "Eastern Europe" SIS No. 3, 60 min. (Strategic Intelligence School film on the east European lands)	
14 January Monday	Russian area film "Soviet Kazakhstan" D6045, 45 min.	
16 January Wednesday	Russian Newsreels	
17 January Thursday	German film: "The Council of the Gods" E6893, 106 min. (East German anti-American propaganda film)	
18 January Friday	Czech newsreels and shorts: E7003, 5 min.; E7011, 4 min.; E7013, 4 min.; E6966, 8 min.; Location: [REDACTED] Auditorium	25X1A
21 January Monday	Italian film: "Open City" E6369, 95 min. (Italian Underground during World War II; has English titles)	
22 January Tuesday	Portuguese shorts: "Capitol Story" A9973, 20 min.; "The Capital" E6902, 20 min.; "High Over the Borders" C6086, 22 min.	
23 January Wednesday	Russian film: "Nicholas Gogol" D6295, 90 min. (Life story of one of Russia's great writers)	
28 January Monday	Greek films: "Impressions of Greece" 25 min.; "Return from the Valley" D6075, 14 min.	
30 January Wednesday	Russian Newsreels	
31 January Thursday	French film: "Battle of the Rail" C6078, 85 min. (Semi-Documentary of French Resistance Movement)	

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SPECIAL LECTURE SERIES:  
IN THE MAJOR LANGUAGES OF THE WORLD

10 OCTOBER TO  
1 MAY 1957

All CIA personnel interested in improving their language proficiency and area knowledge are invited to attend a series of foreign language lectures (see Lecture Schedule below) presented Wednesdays at 1530 hours, in room 1-82, Quarters Eye. Information regarding the series may be obtained by calling Dr. [REDACTED] You will, of course, obtain authorization from your supervisor prior to attendance at any one of the lectures.

Recognizing the need for increased knowledge in the language and area fields, the Office of Training is offering this series of lectures to be given in the major languages of the world by CIA personnel. Topics of particular interest, both to analysts and personnel in operations, have been selected. The purpose is twofold: To advance your knowledge of foreign languages; to increase your insight into the understanding of foreign peoples - their patterns of thought and behavior.

A special feature of the program is the amount of attention devoted to the theme "Understanding and Dealing With Foreign Peoples." Individual lecturers will speak on how to understand and deal with the Russians, the Japanese, the Latin Americans, etc. In this way, much of the "know-how" gained by our personnel through years of experience will be transmitted to you. As a result, it is hoped that in your contacts with the different nationalities, both here and abroad, you will be able to establish more effective rapport and attain better results.

Summaries of the lectures, in English, will be provided in the "Understanding and Dealing With Foreign People" talks, and also in a few other instances. The lecture in Arabic, due to the very limited number of Agency personnel able to understand this language, will be given in English with a brief summary following in Arabic.

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NATIONAL WAR COLLEGE LECTURES

13 DECEMBER TO 7 JANUARY

Senior Agency personnel, who can be released from duty, may attend individual lectures given at the National War College, Fort McNair, on a "need to know" basis, in accordance with the restrictions and procedures listed below.

25X1A The Office of Training has been designated as the point of coordination for all Agency requests for attendance at The National War College lectures. Requests may be made by telephone to your Training Officer who will notify the Chief, Plans and Policy Staff/OTR, extension [REDACTED]. These requests must be submitted no later than eight days prior to the date of the lecture. Notification of the approval of the request will be given by telephone on the day before the scheduled talk. This is the earliest date at which a determination can be made of changes in the schedule.

Attendance at all lectures requires a TOP SECRET clearance. Visitors must be seated in the lecture hall five minutes prior to the lecture and are not authorized to take notes or make a verbatim transcript of the talk. Visitors may not question the speaker during the question period following the talk. All Agency representatives must be in grade of Colonel, Captain, or GS-14 or above. Due to the very limited seating available to visitors, The National War College accepts requests for admission to its lectures on a "need-to-know" basis.

NWC guest lecturers are assured that their remarks will be held in strictest confidence, and will not be attributed to them either directly or through insinuation outside the college lecture hall.

The schedule through 7 January follows:→

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13 December

0900 THE DEVELOPMENT AND NATURE OF COMMUNISM IN CHINA. Professor Richard L. Walker, Department of History, Yale University.

14 December

0900 THE ECONOMIC, CULTURAL AND SOCIAL IMPACT OF COMMUNISM IN CHINA. The Honorable Stanley E. Hornbeck.

17 December

0900 THE MILITARY CAPABILITIES OF COMMUNIST CHINA. PANEL: Rear Admiral Laurence H. Frost, USN, Director of Naval Intelligence, Chairman.

19 December

0900 CHINESE COMMUNIST FOREIGN POLICY. Professor David N. Rowe, Department of Political Science, Yale University.

20 December

0900 THE COMMUNIST MOVEMENT OUTSIDE THE SOVIET BLOC. Mr. Boris H. Klosson, Chief, Division of Research USSR and Eastern Europe, Department of State.

21 December

0900 COMMUNIST STRATEGIC AND TACTICAL CONCEPTS. Dr. Warren B. Walsh, Syracuse University.

2 January

0900 THE ROLE OF MILITARY ACTION IN COMMUNIST REVOLUTIONARY STRATEGY. Mr. [REDACTED] Office of Training, Central Intelligence Agency.

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3 January

0900 CURRENT SOVIET POLICIES. The Honorable W. Park Armstrong, Special Assistant to the Secretary of State.

4 January

0900 COMMUNIST WEAKNESSES AND VULNERABILITIES. Dr. Mose L. Harvey, Director, Political Affairs Division, The National War College.

7 January

0900 COMMUNIST SUBVERSION IN THE U.S.A. (Speaker not Firm)

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SPECIAL LECTURE SERIES:  
SPHERE OF INDIAN INFLUENCE IN SOUTHEAST ASIA

12 OCTOBER TO  
21 DECEMBER

All CIA personnel interested in gaining additional knowledge on the Sphere of Indian Influence in Southeast Asia are invited to attend in Room 117, Central Building, the remaining lectures on Fridays, 7 and 21 December, at 1430-1630 hours, and film on Friday, 14 December, at 1300-1630 hours. You will, of course, wish to arrange with your supervisor for authorization to attend the lecture(s). Further information may be secured from [REDACTED]

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SCHEDULE

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7 December	THE COMMUNIST IMPACT Speaker: [REDACTED] OTR
14 December	FILMS ON THE AREA (1300-1630 hours)
21 December	SYMPOSIUM: INDIA - EAST, WEST OR NEUTRAL?

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REGIONAL SURVEY

SOUTHEAST ASIA

5 FEBRUARY TO 11 APRIL

25X1A This course, covering the Philippines, Indonesia, Malaya, Indochina, Thailand and Burma, will be given from 5 February to 11 April 1956. Classes will be held Tuesdays and Thursdays, from 1345 to 1645 hours, in Room 2524, Quarters Eye. Applications for registration must be submitted to the Registrar, Office of Training, on or before 21 January. An interview with the instructor [REDACTED] Room 2511 Quarters Eye, extension [REDACTED] is required; contact your Training Officer.

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This course is designed for personnel who require economic and political information on Southeast Asia and familiarity with the various factors involved. It deals with the government, population, soil, mineral and industrial development, international trade, labor, communications, economic relations and problems of the region. At each session there will be a guest speaker, in addition to the regular lecture and film. Students will be required to take an oral test and submit term papers.

COURSE SCHEDULE

- |          |             |   |
|----------|-------------|---|
| Tuesday  | 5 February  | 1. <u>Introduction</u><br><br>Government, Production and Industry,<br>Trade and Finance, Population and Labor,<br>and Communications<br><br>Guest Speaker: "Development of Southeast Asia"                |
| Thursday | 7 February  | 2. <u>Governments of Southeast Asia</u><br><br>Guest Speakers will discuss each country   |
| Tuesday  | 12 February | 3. <u>Philippine Production and Industry</u><br><br>Agricultural Production, Forestry Production,<br>Mineral Production, and Industrial<br>Production<br><br>Guest Speaker: "Problems of the Philippines" |

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| Thursday | 14 February | 4. <u>Philippine Trade and Finance</u><br><br>Composition and Direction of Foreign Trade, Trade and Payments, Public Finance, Money Supply and Prices.<br><br>Guest Speaker: "Relations of the Philippines" |
| Tuesday  | 19 February | 5. <u>Indonesian Production and Industry</u><br><br>Agricultural Production, Forestry Production, Mineral Production, and Industrial Production<br><br>Guest Speaker: "Problems of Indonesia"               |
| Thursday | 21 February | 6. <u>Indonesian Trade and Finance</u><br><br>Composition and Direction of Foreign Trade, Trade and Payments, Public Finance, and Money Supply and Prices<br><br>Guest Speaker: "Relations of Indonesia"    |
| Tuesday  | 26 February | 7. <u>Malayan Production and Industry</u><br><br>Agricultural production, Forestry Production, Mineral Production, and Industrial Production<br><br>Guest Speaker: "Problems of Malaya"                     |
| Thursday | 28 February | 8. <u>Malayan Trade and Finance</u><br><br>Composition and Direction of Foreign Trade, Trade and Payments, Public Finance, and Money Supply and Prices<br><br>Guest Speaker: "Relations of Malaya"          |
| Tuesday  | 5 March     | 9. <u>Indochina Production and Industry</u><br><br>Agricultural Production, Forestry Production, Mineral Production, and Industrial Production  |

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Guest Speaker: "Problems of Indochina"

Thursday 7 March

10. Indochina Trade and Finance

Composition and Direction of Foreign Trade, Trade and Payments, Public Finance, and Money Supply and Prices

Guest Speaker: "Relations of Indochina"

Tuesday 12 March

11. Thailand Production and Industry

Agricultural Production, Forestry Production, Mineral Production, and Industrial Production

Guest Speaker: "Problems of Thailand"

Thursday 14 March

12. Thailand Trade and Finance

Composition and Direction of Foreign Trade, Trade and Payments, Public Finance, and Money Supply and Prices

Guest Speaker: "Relations of Thailand"

Tuesday 19 March

13. Burmese Production and Industry

Agricultural Production, Forestry Production, Mineral Production, and Industrial Production

Guest Speaker: "Problems of Burma"

Thursday 21 March

14. Burmese Trade and Finance

Composition and Direction of Foreign Trade, Trade and Payments, Public Finance, and Money Supply and Prices

Guest Speaker: "Relations of Burma"

Tuesday 26 March

15. Population and Labor of Southeast Asia

Labor Supply, Organization of Labor, and Labor and the Economy

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Guest Speaker: "Labor and Southeast Asia"

Thursday 28 March

16. Communications of Southeast Asia

Guest Speakers: "Telecommunications"  
"Communications"

Tuesday 2 April

17. Current Conditions in Southeast Asia

Guest Speakers: "The Philippines"  
"Indonesia"  
"Malaya"

Thursday 4 April

18. Current Conditions in Southeast Asia

Guest Speakers: "Indochina"  
"Thailand"  
"Burma"

Tuesday 9 April

19. Presentation and discussion of student papers

Thursday 11 April

20. Presentation and discussion of student papers

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# REGISTRAR'S REMINDERS

For information regarding courses and registration procedure, read your OTR CATALOG OF COURSES and the OTR Bulletin, and consult your Training Officer. To register in a course, secure the approval and sponsorship of your supervisor. OTR registration deadline and course dates are as follows. Please check with your Training Officer regarding his special deadline dates for submission of applications within your component<sup>7</sup>:

<u>COURSE TITLE</u>	<u>OTR CATALOG COURSE NUMBER</u>	<u>REGISTRAR'S DEADLINE</u>	<u>COURSE DATES</u>
Intelligence Orientation	B-3	31 December	7 Jan - 1 Feb
Administrative Procedures	B-4	4 February	11 Feb - 1 Mar
Operations Support	B-5	31 December	7 Jan - 8 Feb
Basic Supervision (GS-12 to 14)	B-7	31 December	7 Jan - 18 Jan
Basic Supervision (GS-9 to 11)	B-7	28 January	4 Feb - 15 Feb
Basic Management (GS-11 to 13)	B-8	3 December	10 Dec - 21 Dec
Basic Management (GS-12 to 14)	B-8	14 January	21 Jan - 1 Feb
Clerical Refresher Program	B-12 to 19	31 December	7 Jan - 1 Feb

Pre-testing for the Clerical Refresher Program is scheduled for 11 October in Room 2300, Wing C, Alcott Hall as follows:

0900 - 1000	Typing
1000 - 1100	Shorthand
1100 - 1200	English Usage

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<u>COURSE TITLE</u>	<u>OTR CATALOG COURSE NUMBER</u>	<u>REGISTRAR'S DEADLINE</u>	<u>COURSE DATES</u>
Instructional Techniques	B-20	14 January	21 Jan - 25 Jan
Party Organization and Operations	C-2	28 January	4 Feb - 1 Mar
Intelligence Techniques	I-1	28 January	4 Feb - 28 Feb
Conference Leadership	I-3	21 January	28 Jan - 6 Mar
Writing Workshop	I-6	24 December	2 Jan - 24 Jan
Reading Improvement	I-7	3 December	10 Dec - 1 Feb
("O" course titles are listed only in <u>OTR Catalog 100-1</u> )	O-2	24 December	7 Jan - 15 Feb
	O-4	31 December	7 Jan - 25 Jan
	O-5	31 December	7 Jan - 1 Feb
	O-10	14 January	21 Jan - 8 Feb
	O-13	31 December	7 Jan - 25 Jan
	O-15	28 January	4 Feb - 22 Feb
	O-17	14 January	28 Jan - 22 Feb
	O-23	28 January	4 Feb - 22 Feb

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CANCELLATION

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Effective Writing	B-21	31 December	7 Jan - 15 Mar
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AREA TRAINING

Applications for Area Training, Part-Time Language Training, and Integrated Area-Language Program Training must be submitted to the Registrar, Office of Training, at least two weeks prior to the starting date of the course.

25X1A

<u>COURSE TITLE</u>	<u>REGISTRAR'S DEADLINE</u>	<u>COURSE DATES</u>
Americans Abroad:		
Middle East (Principal Instructor: [REDACTED])	24 December	7 January - 11 January Daily 1330 - 1630
[REDACTED] (This course has been cancelled)	7 January	21 January - 25 January

25X1A

INTEGRATED AREA-LANGUAGE TRAINING

25X1A

Integrated Russian Program (Phase II) Principal Instructor: [REDACTED]	24 December	7 January - 5 April MWF 0840 - 1030
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PART-TIME LANGUAGE TRAINING

French

Elementary Reading	24 December	8 Jan - 15 Mar
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German

Elementary Spoken (I)	24 December	8 Jan - 15 Mar
Elementary Spoken (II)	24 December	8 Jan - 15 Mar

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<u>Course Title</u>	<u>Registrar's Deadline</u>	<u>Course Dates</u>
<u>Italian</u>		
Elementary Reading	24 December	8 Jan - 15 Mar
Applied Translation	24 December	8 Jan - 15 Mar
Elementary Spoken (I)	24 December	8 Jan - 15 Mar
Elementary Spoken (II)	24 December	8 Jan - 15 Mar
Intermediate Spoken (I)	24 December	8 Jan - 15 Mar
<u>Portuguese</u>		
Elementary Reading	24 December	8 Jan - 15 Mar
Applied Translation	24 December	8 Jan - 15 Mar
Elementary Spoken (I)	24 December	8 Jan - 15 Mar
Elementary Spoken (II)	24 December	8 Jan - 15 Mar
Intermediate Spoken (I)	24 December	8 Jan - 15 Mar
<u>Romanian</u>		
Elementary Reading	24 December	8 Jan - 15 Mar
Applied Translation	24 December	8 Jan - 15 Mar
Elementary Spoken (I)	24 December	8 Jan - 15 Mar
Elementary Spoken (II)	24 December	8 Jan - 15 Mar
Intermediate Spoken (I)	24 December	8 Jan - 15 Mar
<u>Spanish</u>		
Elementary Reading	24 December	8 Jan - 15 Mar
Applied Translation	24 December	8 Jan - 15 Mar
Elementary Spoken (I)	24 December	8 Jan - 15 Mar
Elementary Spoken (II)	24 December	8 Jan - 15 Mar
Intermediate Spoken (I)	24 December	8 Jan - 15 Mar
<u>Swedish</u>		
Elementary Spoken	24 December	7 Jan - 29 Mar

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FOREIGN LANGUAGE PROFICIENCY TESTS

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The Foreign Language Proficiency Tests are for those persons who already have some knowledge of a given language, and are designed to test how well a person reads, writes, and speaks that language. Individuals applying for intermediate or advanced study of a language may be required by the Office of Training to take the proficiency test in that language in order to determine just what further training will be most rewarding. The written part of the test (covering reading and writing) requires about 3 - 4 hours and is given in the morning. The oral part requires about 15 minutes for each person and is given in the afternoon. Individuals may elect, or be required to take tests in reading, writing, or speaking, or any combination of these capabilities. All tests are administered on Wednesday. Call extension [REDACTED] at least one week prior to the date of a test, to arrange an appointment.

25X1A

Russian 19 December

Spanish 30 January

Swedish 12 December

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# OTR AND AGENCY TRAINING OFFICER DIRECTORIES

## OFFICE OF TRAINING

		<u>Ext.</u>	<u>Room and Building</u>	
Director of Training	Matthew Baird		11, [REDACTED]	25X1A
Deputy Director of Training	[REDACTED]		11, [REDACTED]	
Plans & Policy Staff	[REDACTED]		4, [REDACTED]	25X1A
Editor, OTR Bulletin	[REDACTED]		1-B, [REDACTED]	
Support Staff	[REDACTED]		8, [REDACTED]	
Registration Section	[REDACTED]		1110, Alcott	
Processing Section	[REDACTED]		1107, Alcott	
Assessment & Evaluation Staff	[REDACTED]		1331A, R & S	
Junior Officer Training Program	[REDACTED]		2413, Alcott	
Intelligence School	[REDACTED]		2009, R & S	
School of International Communism & the USSR	[REDACTED]		2204, Alcott	
Operations School	[REDACTED]		201C [REDACTED]	25X1A
Language & Area School	[REDACTED]		2129, I	
Proficiency Testing	[REDACTED]		2520, Qtrs. I	
Eastern Studies	[REDACTED]		2518, Qtrs. I	
Western Studies	[REDACTED]		2129, I	
Special Asst. for DD/I	[REDACTED]		347, Admin	

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25X1A	O/DDI		354, Admin	
	OCR			25X1A
	ORR		1117, M	
	ONE		105, Admin	
	OCI		2052, Q	
			2052, Q	
	OSI		1713, Barton	
	OBI			25X1A
STATSPEC	OO		402, 1717 H	
	CONTACT		523, 1717 H	
	SOVMAT		410, 1717 H	
			414, 1717 H	
	FDD		2021,	25X1A
			2029,	
	Special Asst. for DD/S		222, East	
	Audit		1113, I	
	Management		555, 1717 H	
	Medical		1303, J	
	Communications		2308, I	
	Comptroller		1039, Alcott	
	Logistics		2406, Qtrs. I	
	Personnel		249, Curie	
	Security		2514, I	

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# Christmas

CPYRGHT



*Guard*

**THIS HERITAGE**

**SILENCE IS YOUR WEAPON**

**SECURITY IS YOUR BUSINESS**

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